

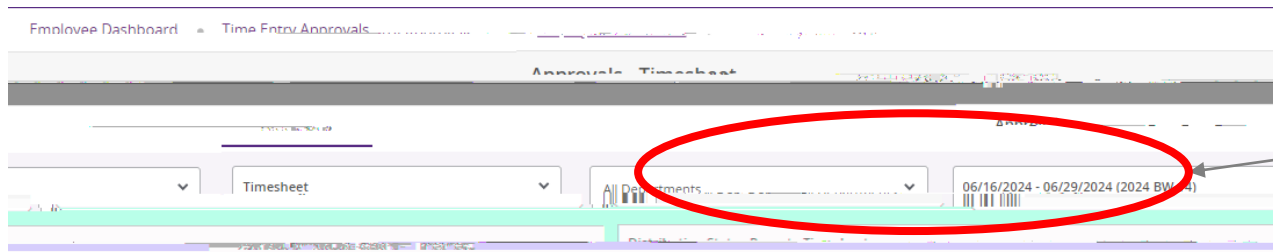


Step 3



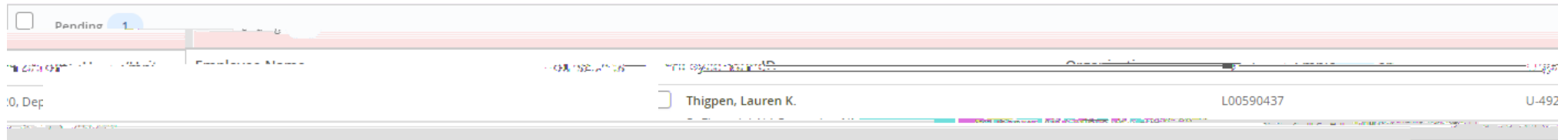
On the Time Approval and Submission card, select "Timesheet Approval".

Step 4



From the dropdown menu, be sure to select the time period you intend to approve.

Step 5



Click on each person's name to view and approve their timesheet.

Step 6

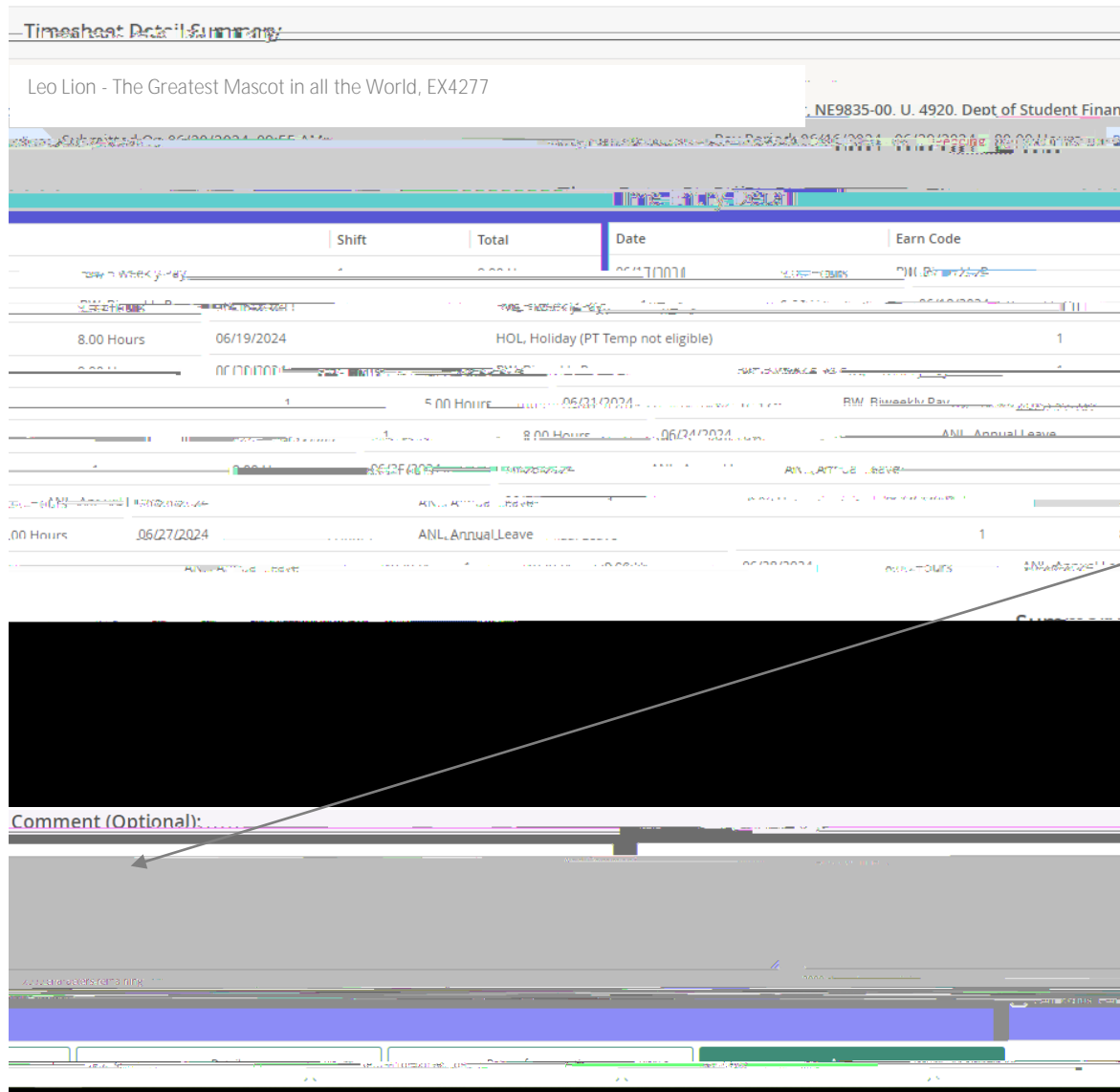
Timesheet Detail Summary

Leo Lion - The Greatest Mascot in all the World, EX4277

NE9835-00. U. 4920. Dept of Student Finance

Shift	Total	Date	Earn Code
8.00 Hours	06/19/2024	HOL, Holiday (PT Temp not eligible)	1
5.00 Hours	06/21/2024	BW, Breakable Day	1
8.00 Hours	06/24/2024	ANL, Annual Leave	1
8.00 Hours	06/27/2024	ANL, Annual Leave	1

Comment (Optional):



Review the time report for accuracy and take action at the bottom of the screen.

If there are corrections that need to be made, enter comments in the appropriate field and select "return for correction".

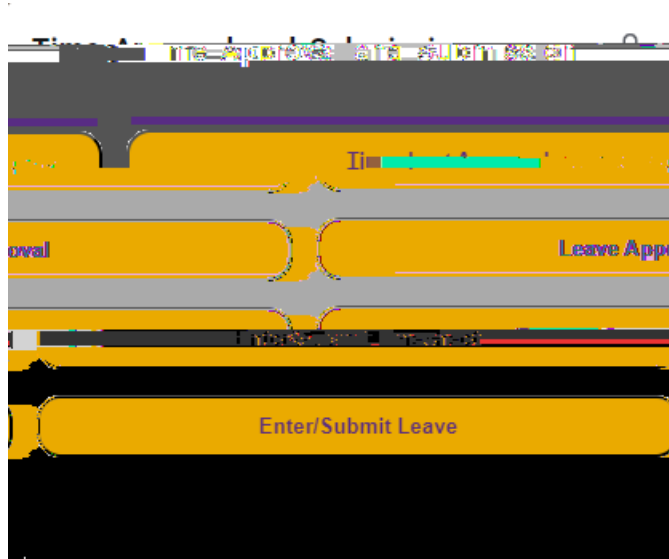
If no corrections are needed, click "Approve".

Step 7

✔ Timesheet successfully approved.

Look for this message in the top right corner of the screen.

Step 3



On the Time Approval and Submission card, select "Le

Step 4



